## Presenting You

# HOW TO ACE YOUR INTERVIEWS



#### Do Your Homework

- Research the company
- ► Use LinkedIn
  - ▶ Who will be interviewing you?
  - Who is in the department?
    - ► How long?
    - ▶ Backgrounds?
- Why are you a fit with this organization, with this job?



#### Use the Emma Bowen Network

- ► EBF Partner Companies
- Alumni
- Other Fellows
- ▶ The Lawrence Advisory



#### **Know Your Elevator Pitch**

- What is your unique story?
  - ▶ Your story brings your resume to life in a coherent way
  - Experience
  - ► Common Threads
  - Motivation and interests
  - Your unique value



#### Be Intentional

What do you want the interviewer to think/say about you after your meeting?



## **Showing Up**

- Dress professionally
- Arrive or login early
- For video interviews, be in a quiet well-lit place with a good WiFi connection. Avoid background distractions
- ▶ Turn your phone off in advance of the interview
- Bring hard copies of your resume or be prepared to email it during a video interview
- Treat EVERYONE well



## What are Employers Looking For?

- Can you do the job?
- ▶ Do you fit in?
  - Experience and personal qualities
  - Motivation



## **During the Interview**

- Know your story
  - Bring your resume to life in a compelling way
  - Make a case for why you are a good fit for the position
- Don't assume the interviewer is experienced
  - Look for opportunities to convey the information you think is important
  - Don't be afraid to tactfully guide the discussion in a direction that benefits you
- Ask for the job!
- Ask about the timeline for a decision on the job



### Common Interview Questions

- ▶ Tell me about yourself
- Strengths and weaknesses
- Where do you see yourself in 5 years?
- Out of all candidates, why should we hire you?
- Tell me about a time when you had to overcome an obstacle?
- What kind of work environment suits you best?
- How would your former employer describe you?
- What questions do you have for me?



#### Questions for the Interviewer

- What kind of people are successful here?
- Describe the company culture or the culture of the specific department
- What is the career path for this position?
- What does a typical day look like?
- What would be the biggest challenges in this job?
- What has been your (the interviewer) career path at the company?



## Things to Avoid

- Salary expectations
  - Best to avoid this discussion in a first interview
  - If asked, tell them you are more focused on the experience and long-term opportunity of the position
- Benefits questions
  - Wait until you are offered the job
- Negative Comments
  - About past employers, school, former coworkers, etc.
- Getting too personal/oversharing



## Following Up

- Send a customized thank you note within 24 hours (or sooner)
- Let them know how enthusiastic you are about the opportunity
- Stay in touch. Use every opportunity to build relationships
- What did you learn from the experience?
- ▶ If you didn't get the job, ask for feedback

